Informed Choices

In order to make an informed choice about the suitability of this course, you must take into account the essential skills and knowledge and personal abilities required.

<table>
<thead>
<tr>
<th>Study Area and Career Pathways</th>
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<tbody>
<tr>
<td>Automotive, Retail Service and Repair</td>
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</table>

Students who have completed the qualifications in the Automotive Retail Service and Repair Training Package listed above may seek employment in the following specialised industry career pathways:

- Automotive Electrical
- Marine
- Mechanical Light Vehicle
- Mechanical Heavy Vehicle
- Outdoor Power and Equipment
- Sales, Parts, Administration and Management
- Vehicle Body and Refinishing

For more specific information on the details and tasks relating to Automotive please refer to:

- For up to date career resources to help explore and plan careers, visit [http://myfuture.edu.au](http://myfuture.edu.au)
- For further industry information and advice, visit Auto Skills Australia. [http://www.autoskillsaustralia.com.au](http://www.autoskillsaustralia.com.au)

Core Requirements (Inherent Requirements)

In this industry career pathway, the following fundamental areas need to be considered:

1. **Communication**
   This course requires effective, verbal, non-verbal and written communication skills.
   For example
   - Speaking clearly and directly (e.g. providing clear information to clients about services)
   - Working together to provide clear information to team members to carry out tasks.
   - Active listening (e.g. following instructions from supervisors and other relevant individuals)
   - The ability to read, understand and apply safety signs and symbols.
   - Work Health and Safety (WHS) (e.g. reporting and recording hazards and risks)

2. **Strength and mobility**
   The ability to use motor skills to complete various tasks.
   For example
   - Physically fit (e.g. good mobility, eyesight and able to stand, kneel, bend and climb in various weather conditions or heights.)
   - Good hand and eye coordination
   - Uses and operates a range of hand and power tools and equipment correctly and safely
   - Performs maintenance as required (e.g. examines tools and equipment prior to and after use for damage, missing parts or other faults.)

3. **Knowledge and cognitive skills**
   The capacity to locate appropriate and relevant information and to integrate and implement knowledge in practice
For example
- Read and interpret instructions on equipment/workshop manuals and apply to the work environment.
- Able to apply and interpret industry related terminology, symbols, abbreviations, language.

4. **Behavioural and social skills**
Demonstrates behavioural stability to work/study constructively in diverse and changing environments
For example
- Good interpersonal skills (e.g. the ability to work well in a team and be able to communicate effectively with colleagues, customers and clients.)
- Being receptive and responding appropriately to constructive feedback

**Language, Literacy & Numeracy**

The Language, Literacy & Numeracy requirements are core skills which we apply in our personal and community; workplace and employment; and education and training.

**Australian Core Skills Framework:**

The core language, literacy and numeracy (LLN) skills for entry into this Industry are:

- **Oral Communication** – effective questioning and active listening to confirm job instructions, phone skills, client interaction, team work
- **Reading Skills** - understanding work and manufacturer’s instructions, workshop manuals specifications, industry specific terminology and symbols, workplace safety signs
- **Writing Skills** - emails, written job cards, taking messages, completing forms and WHS reports
- **Numeracy Skills** - using measurements, calculations related ratios and quantities
- **Problem Solving** – identify issues with tools and equipment, identify materials suitable for job requirements, finding solutions for varied vehicle problems
- **Technology Skills** – use internet to access technical information, send and receive emails, use vehicle diagnostic tools (scan tool) mobile phone apps (ie quick reference guides)

**Other Considerations**

The Australian Government supports apprentices/traineeships by providing the following programmes/initiatives:

- Due to the need to test drive/move vehicles it is advisable to hold or be in the process of obtaining a driver’s licence
**Reasonable Accommodations and Adjustments**

A reasonable adjustment is a measure or action taken in the areas of enrolment, participation, facilities or services, to assist a student with a disability to participate on the same basis as students without a disability.

Under the Disability Discrimination Act DDA this is an expectation that educational institutions will, at times, need to make adjustments to ensure equal opportunity for students with disabilities.

When accommodating student needs, each person should be assessed on an individual basis. Often the most effective and appropriate responses to particular needs will be found through collaboration between the student and staff.

<table>
<thead>
<tr>
<th>REASONABLE ACCOMMODATIONS</th>
<th>REASONABLE ADJUSTMENTS</th>
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</thead>
<tbody>
<tr>
<td>• Extensions</td>
<td>• Large Print Copies of PPTs/Notes</td>
</tr>
<tr>
<td>• Classroom Seating</td>
<td>• Inclusive Technologies</td>
</tr>
<tr>
<td>• Breaks from Class</td>
<td>• Alternative Assessments</td>
</tr>
<tr>
<td>• Extra Instructions</td>
<td>• Presentations &amp; Learning resources</td>
</tr>
<tr>
<td>• Prompting &amp; Follow Up</td>
<td>• Use of computer to complete assessments</td>
</tr>
<tr>
<td>• Flexibility in Assessments where possible</td>
<td>• Adaptive equipment i.e. Screen reader</td>
</tr>
<tr>
<td></td>
<td>• Adjustable desk</td>
</tr>
</tbody>
</table>

(NOTE: These lists are only examples and there may be further reasonable accommodations and adjustments to consider). Can only claim to be unreasonable after the following has been considered:

- Inherent Requirements
- Relevant Circumstances
- Effect on Students and Others (WHS)
- Benefits
- Access to other assistance

**Workplace Health and Safety**

All practitioners must understand their workplace health and safety obligations and safety requirements under the:

- Workplace Health and Safety Act 2012 (South Australia), which imposes obligations on people at workplaces to ensure workplace health and safety.
- Workplace Health and Safety Regulation 2012 (South Australia) that describes what must be done to prevent or control certain hazards which cause injury, illness or death.
- Codes of Practice, which are designed to give practical advice about ways to manage exposure to risks common to industry.

All practitioners must be able to participate in Risk Assessments, Incident Reports and Hazard Identification.

**Industry Legislation or Licencing**


There are various state and national requirements around licencing, there is national licencing for any work involving the maintenance, service, repair, commissioning or decommissioning of Mobile air-conditioners as fitted to vehicles, for more information see. [https://www.arcticck.org/](https://www.arcticck.org/)

In South Australia you must be licenced undertake installation and maintenance on LPG equipped vehicles relevant legislation is Dangerous Substances Act 1979 (the Act) and Dangerous Substances Regulations 2002 (the Regulations)

TAFE SA Courses

TAFE SA has a range of courses/qualifications within Automotive:

Award courses; Short courses; and apprenticeship courses, for information relevant to each area visit the TAFESA automotive web page at http://www.tafesa.edu.au/courses/mining-engineering-automotive/automotive

Make sure you read the course information available on the TAFE SA website before finalising your application.

Before you Enrol

- If you intend to enrol in Automotive please review the inherent requirements listed in this Informed Choices document. Think about whether you might experience challenges that you may need to manage to complete these certificates.
- If you think you might experience challenges related to your disability or health condition or for any other reason, you should discuss your concerns with the Program Area, Student Services Staff member, Disability Access and Equity Officer or.
- If you have made an informed choice that this is not the right pathway for you, please consider another qualification or the following programs: